



Pool Manager, Assistant

Job Code: 0009

Originated: 02/02

Salary Grade: 2125

FLSA: Non-Exempt

Revised: 12/07

EEO Code: 24

Supervisory: Lead

HR Ordinance Status: Classified

CLASS SUMMARY

Assists the Pool Manager in lead supervision of staff and overseeing an assigned municipal aquatics facility.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone job classification and is not supervisory.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Assigns and posts staff to duty areas; observes performance of staff.
- Schedules staff and the assists with staff performance evaluation process with the Pool Manager.
- Checks for proper maintenance and performs a variety of daily maintenance duties, which includes but is not limited to vacuuming, backwashing, equipment maintenance and repair and management of hazardous chemicals for water treatment.
- Plans, organizes and conducts special pool facility events.
- Performs the duties of a Lifeguard and Cashier as needed.
- Develops and gives in-service training programs for the staff.
- Enforces pool rules and regulations.
- Performs rescues and administers artificial respiration, CPR and First Aid.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Swimming pool maintenance, operations and safety.

Lifeguard and cashier duties.

Customer service principles and practices.

Recordkeeping methods and procedures.

Principles, practices and application of lifesaving CPR and first aid techniques.

Microsoft Windows Office products.

Ability to:

Instruct and schedule staff.

Prepare quality written reports.

Keep accurate financial and activity records.

Enforce pool rules and regulations.

Act quickly and calmly in emergencies.

Understand and follow oral and written instructions.

Make basic mathematical calculations.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.

Attend or conduct various meetings as needed.

Effectively schedule staff and deal with employee issues.

Establish and maintain effective working relationships with City staff and the general public.

Complete required OSHA/Safety Training as required.

Education and Experience:

Any combination of training and experience equivalent to two season's aquatic experience as a Lifeguard and WSI Instructor.

Licensing and Other Requirements:

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Must possess current American Red Cross Lifeguard Training, CPR/AED, First Aid and Water instructor Certifications.

Current certifications must be shown at the time of interviews.

The Parks and Recreation Division enforces dress and appearance standards related to uniform, clothing, displaying tattoos, visible pierced body parts, hair color and style.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

SUPERVISION RECEIVED AND EXERCISED

- Works under general direction of the Pool Manager in the Community Services Department and within standard operating procedures.
- No formal supervisory responsibilities but may lead and monitor the work of the Lifeguards, Recreation Leaders, and Cashiers as needed.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a swimming pool environment, fitness center, outdoor park or office environment.
- Climb up/down ladder to lifeguard chair; sit in stationary lifeguard chair for long periods of time maintaining constant vigilance to the surrounding pool deck area.
- Moves around on deck to make observations.
- Operate a cash register and accurately handle money.
- Concentrate on and complete tasks in the presence of distractions.
- Observe swimmers in and around the pool.
- Lift dead weight usually exceeding 50 pounds.
- Regular exposure to the sun, dust, noise, inclement weather, temperature extremes, pool chemicals, chemically treated pool water and extended direct exposure to the sun.
- Lift equipment weighing up to 50 pounds on a daily basis.
- Act quickly and calmly in emergencies; administer first aid and CPR; perform rescue actions.
- Coordinate movement of more than one limb simultaneously.
- Lift arms above shoulder level.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Works evenings, weekends and holidays.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.